



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DENTAL AIDE

Job Number: 20000997
Job Code: 42010V151223
Job Group: 4200 - DENTAL
Job Established: 06/16/1982
Job Revised: 12/23/2015

Grade: 06 Salary (MIN - MID):

\$8,435-\$11,174 - Hourly

\$1,370.70-\$1,815.78 - 37.5 Hr. Monthly Salary

\$1,462.08-\$1,936.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs non-technical work in the care of dental patients; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains dental supply inventory. Sterilizes medical and dental instruments. Makes dental appointments. Assures that dentist's

tray is properly set up. Prepares correspondence and telephone calls. Maintains and updates patient charts. Prepares fillings, amalgam, and adaptic for dentist. Notifies medical treatment staff of restrictions on patients due to dental procedures. Takes and develops x rays under proper supervision. Transports lab work to and from laboratory.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically requires walking, standing, sitting, bending and some lifting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Hazards involved in exposure to body fluids and contagious, blood borne pathogens requiring dental sterilization techniques and precautions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.